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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 10 April 1956

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #14

I. SIGNIFICANT ITEMS: None

II. OTHER ITEMS:

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1. This Staff is reviewing the status of Agency regulations that pertain to OTR. The objective of this review is to determine:
a. What regulations currently in effect require revision; and
b. what regulations are needed to establish and clarify the activities of OTR as these effect other components of the Agency.
 2. Overseas military mobilization requirements. Review of personnel staffing patterns proposed by the Theaters and the Military Personnel Division, Office of Personnel, is underway.
 3. Work on the OTR War Plan is continuing; a status report is being prepared for the DTR upon his return to headquarters.
 4. Contact has been made with RI and arrangements set up for the review of the Middle East Plan to determine whether sufficient information is available to draft the Training Annex for this plan at headquarters.
 5. Regulation [] Entrance on Duty Training, has been approved for coordination within the Agency by the Chief, Regulations Control Staff.
 6. Printed copies of the changes to course descriptions of the OTR Catalogue were received on 5 April for distribution to the field by RI/FI. Schedule pages for headquarters issues have been given to the Art Staff for preparation of reproduction materials.
 7. This Staff obtained recommendations from the Comptroller on further arrangements for the Foreign Language Incentive Award Program; these recommendations are being incorporated in a language training regulation on this subject. The Comptroller recommended that the DTR provide for the funds annually in his budget for this purpose. The DTR would also disburse funds to eligible individuals in accordance with fiscal procedures which now apply to administration of the external training program of this Office.

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10. Collaborated with the Chief, JOTP, in the preparation of a statement of proposed OTR-Office of Personnel relationships for conduct of an expanded JOT Program.
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11. This Staff prepared and obtained security approval on a proposed OTR notice, giving information on course announcements on a monthly basis, which can be placed on bulletin boards throughout the Agency for the information and guidance of all personnel. Approval to publish and disseminate this notice for this purpose is being withheld pending its approval by the Director of Training.
12. The cold war plan for TSS/DDP and the hot war plan were received and are under review by this Staff.

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III. PERSONNEL ITEMS: None

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